

214005/31/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **FIRE MARSHAL**

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the Fire Prevention Division within the Fire Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; to provide highly responsible and complex administrative support to the Fire Chief; and to perform related work as required.

REPORTS TO: Fire Chief

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Chief. Exercises general direction over management, supervisory, professional, protective service, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct, manage, supervise, and coordinate the programs and activities of the Fire Prevention Division including public relations, public information, public safety education, arson and fire investigation, fire inspection, and plan checking.
- Plan, direct, coordinate, and review the work plan for the Fire Prevention Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures on a continuous basis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Fire Chief; implement improvements.
- Direct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire prevention and inspection programs, policies, and procedures as appropriate.
- Serve as a liaison for the Fire Prevention Division with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- Provide highly responsible and complex administrative support to the Fire Chief; prepare and present staff reports and other necessary correspondence.
- Select, train, motivate, and evaluate Fire Prevention Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- Manage and participate in the development and administration of the Fire Prevention Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of, and approve, expenditures; direct and implement adjustments as necessary.
- Assist in the preparation of the hazardous waste management plan, research laws to identify solutions to the storage of hazardous materials; establish acceptable solutions to storage problems.
- Oversee fire safety inspections of commercial and industrial occupants; promote fire safety by investigating citizen complaints regarding fire hazards and educating the public through multi-media campaigns.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention and inspection.
- Respond to citizen inquiries and resolve difficult and sensitive complaints.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization and management as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of fire prevention and suppression services program development and administration.
- Principles and practices of fire inspection and code enforcement.
- Principles and practices of fire prevention and suppression theory and their application to a wide variety of situations.
- Methods and techniques of fire scene investigation.
- Principles and methods of fire prevention education.
- Principles and practices of modern municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations including Environmental Protection Agency (EPA) regulations pertaining to hazardous materials.

Ability to:

- Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction to fire prevention and safety personnel.
- Conduct fire scene investigations.
- Develop, enforce, and interpret City fire codes.
- Develop, implement, and administer goals, objectives, and practices for fire prevention programs and services.

- Prepare and administer large and complex budgets and prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new program techniques, methods, and procedures.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and government officials, community groups, and the general public.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Fire Science, Public Administration, Business Administration, or a related field, from an accredited college or university. Two years of additional qualifying experience may substitute for two years of the required education on a year for year basis.

Experience: Five years of progressively responsible experience in fire safety with at least one year of supervisory experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fire Marshal

TO: